

The Town of Leesburg and the Leesburg Police Department work very closely with other local, state and federal government agencies to insure that all possible steps are taken to safeguard our community. During this time it is prudent and wise for our citizens to be prepared and informed and vigilant. Suspicious people and/or activities should be reported immediately to local law enforcement personnel. This chart incorporates recommendations from the Leesburg Police Department, Loudoun County Emergency Management and the State of Virginia for citizens and businesses to follow during times of heightened alerts. Also included is the recently released [Emergency Preparedness Guide](#). Additional information can be found at the Department of Homeland Security Web Page, www.Ready.gov.

ALERT CODE	BUSINESS	CITIZEN ACTIONS
LOW THREAT - GREEN LEVEL - LOW RISK Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.	<ul style="list-style-type: none"> • Develop emergency operations and business contingency plans. • Encourage and assist employees to be prepared for personal, natural, technological, and homeland security emergencies. • Conduct emergency preparedness training for employees and worker's families. • Develop a communications plan for emergency response and key personnel. • Conduct training for employees on physical security precautions. • Budget for physical security measures. 	<ul style="list-style-type: none"> • Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities. • Be prepared for disasters and family emergencies. • Develop a family emergency plan. • Keep recommended immunizations up-to-date. • Know how to turn off your power, gas, and water service to your house. • Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals. • Support the efforts of your local emergency responders (fire fighters, law enforcement and emergency medical service). • Know what natural hazards are prevalent in your area and what measures you can take to protect your family. • Volunteer to assist and support the community emergency response agencies.
GUARDED THREAT - BLUE LEVEL - GENERAL RISK Definition: General risk with no credible threats to specific targets.	Continue all precautions from lower Threat Conditions. <ul style="list-style-type: none"> • Ensure that key leaders are familiar with the emergency operations and business contingency plans. • Review, update, and routinely exercise functional areas of 	In addition to all previously mentioned precautions, citizens are advised to: <ul style="list-style-type: none"> • Continue normal activities but be watchful for suspicious activities. Report criminal activity to local

	<p>plans.</p> <ul style="list-style-type: none"> • Review and update the call down list for emergency response teams. • Develop or review Mutual Aid agreements with other facilities and/or with local government for use during emergencies. • Review physical security precautions to prevent theft, unauthorized entry, or destruction of property. <ul style="list-style-type: none"> ○ Have you provided for? ○ Employee picture ID badges? ○ Background checks on all employees? ○ Access control and locking of high security areas at all times? ○ All security keys marked with "Do not Duplicate?" ○ Surveillance Cameras? ○ Backup power? ○ An alarm system? 	<p>law enforcement.</p> <ul style="list-style-type: none"> • Review family emergency plans. • Increase family emergency preparedness by purchasing supplies, food, and storing water. • Be familiar with local natural and technological (man made) hazards in your community. • Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water, and emergency supplies. • Monitor local and national news for terrorist alerts.
<p>ELEVATED THREAT – YELLOW – ELEVATED RISK</p> <p>Definition: Elevated risk of terrorist attack but a specific region of the USA or target has <u>NOT</u> been identified.</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"> • Announce Threat Condition ELEVATED to employees. • Review vulnerability and threat assessments and revise as needed. • Identify and monitor governmental information sharing sources for warnings and alerts. Update and test call down list for emergency response teams and key employees. • Review, coordinate, and update mutual aid agreements with other critical facilities and government agencies. • Establish and monitor active and passive security measures. • Review employee training on security precautions (bomb threat procedures, reporting suspicious packages, activities, and people). • Conduct communications checks to ensure contacts can be maintained. 	<p>In addition to all previously mentioned precautions, citizens are advised to:</p> <ul style="list-style-type: none"> • Continue normal activities, but report suspicious activities to the local law enforcement agencies. • Take a first aid or CERT class. • Become active in your local Neighborhood Crime Watch program. • Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack. • Learn what critical facilities are located in your community and report suspicious activities at or near these sites. • Contact local officials to learn about specific hazards in your community. • Increase individual or family emergency preparedness through training, maintaining good physical fitness and

		<p>health, and storing food, water, and emergency supplies.</p> <ul style="list-style-type: none"> • Monitor media reports concerning situation.
ALERT CODE	BUSINESS	CITIZEN ACTIONS
<p>HIGH THREAT – ORANGE LEVEL – HIGH RISK</p> <p>Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.</p>	<p>Continue all precautions from lower Threat Conditions.</p> <ul style="list-style-type: none"> • Announce Threat Condition HIGH to all employees and explain expected actions. • Place emergency response teams on notice. • Activate the business emergency operations center if required. Establish ongoing liaison with local law enforcement and emergency management officials. • Monitor world and local events. Pass on credible threat intelligence to key personnel. • Ensure appropriate security measures are in place and functioning properly. • Instruct employees to report suspicious activities, packages, and people. • Search all personal bags, parcels, and require personnel to pass through magnetometer, if available. • Restrict vehicle parking close to buildings. • Inspect intrusion detection systems and lighting, security fencing, and locking systems. • Inspect all deliveries and consider accepting shipments only at off-site locations. • Remind employees to expect delays and baggage searches. • Implement varying security measures (see Attachment I). 	<p>In addition to all previously mentioned precautions, citizens are advised to:</p> <ul style="list-style-type: none"> • Resume normal activities but expect some delays, baggage searches, and restrictions as a result of heightened security at public buildings and facilities. • Continue to monitor world and local events as well as local government threat advisories. • Report suspicious activities at or near critical facilities to local law enforcement agencies by calling 9-1-1. • Avoid leaving unattended packages or brief cases in public areas. • Inventory and organize emergency supply kits and discuss emergency plans with family members. Reevaluate meeting location based on threat. Consider taking reasonable personal security precautions. Be alert to your surroundings, avoid placing yourself in a vulnerable situation, and monitor the activities of your children. • Maintain close contact with your family and neighbors to ensure their safety and emotional welfare.

<p>SEVERE THREAT - RED LEVEL - IMMINENT RISK</p> <p>Definition: A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p>	<p>Continue all precautions from lower Threat Conditions</p> <ul style="list-style-type: none"> • Announce Threat Condition SEVERE and explain expected actions. • Deploy security personnel based on threat assessments. • Close or restrict entry to the facility to emergency personnel only and restrict parking areas close to critical buildings. • Maintain a skeleton crew of essential employees. • Deploy emergency response and security teams. • Activate Operations Center and send a liaison to the county or state EOC if applicable. • Maintain close contact with local law enforcement and emergency management officials. • Be prepared to implement mutual aid agreements with government and with other critical facilities. • Provide security in parking lots and company areas. • Report suspicious activity immediately to local law enforcement. • Restrict or suspend all deliveries and mail to the facility. Emergency supplies or essential shipments should be sent to an off-site location for inspection. 	<p>In addition to all previously mentioned precautions, citizens are advised to:</p> <ul style="list-style-type: none"> • Report suspicious activities and call 9-1-1 for immediate response. Expect delays, searches of purses and bags, and restricted access to public buildings. • Expect traffic delays and restrictions. • Take personal security precautions to avoid becoming a victim of crime or terrorist attack. Avoid crowded public areas and gatherings. • Do not travel into areas affected by the attack or is an expected terrorist target. • Keep emergency supplies accessible and automobile fuel tank full. • Be prepared to evacuate your home or shelter in place on order of local authorities. • Be suspicious of persons taking photographs of critical facilities, asking detailed questions about physical security or dressed inappropriately for weather conditions (suicide bomber). Report these incidents immediately to law enforcement. • Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations. • Assist neighbors who may need help. • Avoid passing unsubstantiated information and rumors.
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